



# TYPE “A” FAMILY DAY CARE HOMES

## **I. WHAT’S FIRST?**

A Type “A” Family Day Care Home can only be established in the home of the operator. Also, make sure a Type “A” Family Day Care Home is permitted in your Zoning District. To determine the Zoning District in which your home is located, contact the Zoning office at 352-3272.

A Type “A” Family Day Care Home is permitted in the R-7, R-B, O-1, O-2, B-1, B-2, B-3, B-4, DD and M-2 Zoning Districts.

A Type “A” Family Day Care Home is a Conditional Use in the R-3 Zoning District. (This requires approval after a public hearing has been held. Speak to the Zoning staff for more information on hearings if your home is in the R-3 Zoning District)

If there will be no play area or play equipment located or installed in any front yard, the Type “A” Family Day Care Home is permitted in the R-4, R-5, R-6 and O-1A Zoning Districts.

A Type “A” Family Day Care Home is not permitted in the R-1A, R-1, R-2, RV, RF-1, I-R, M-1, M-3, RF-2, and RF-3 Zoning Districts

## **II. WHAT KIND OF DRAWINGS ARE REQUIRED?**

To apply for a Type “A” Family Day Care Certificate of Inspection, four sets (copies) of drawings are required. The drawings need not be prepared by a professional architect or engineer. However, they must be clear and legible. (Use a rule and make careful measurements of each part of the building.)

Drawings must show the following information:

- A. A floor plan of each level of the Home, including the basements
- B. All areas to be used for child day-care purposes, clearly identified.
- C. Accurate locations and sizes of all rooms, closets, doors, windows, porches, and interior and exterior stairways.
- D. Accurate locations of all furnaces, fireplaces, hot water, heaters

## **III. WHAT DO I DO AFTER I HAVE PREPARED THE DRAWINGS?**

- A. Complete a permit application and mark the box for “Certificate of Occupancy: Type “A” Family Day Care Home”. Attach the four sets of legible drawings and pay inspection fee.
- B. Call 352-3275 the next day and make an appointment with the district inspector for the Family Day Care Home inspection.

## **III. WHAT WILL THE INSPECTOR BE LOOKING FOR?**

- A. The inspector will be looking for general maintenance of the building in conformance with the Housing Code, and all of the items on the attached document

## Housing Code - Type "A" Family Day Care Homes

- (A) The Type A family day-care home shall secure a building inspection and written approval
- (B) The building in which the Type A home is located shall be approved by the department of industrial relations or a certified municipal, township, or county building department, pursuant to section 3781.10 of the Revised code, for the purpose of operating a Type A home. Any structure used for the operation of a Type A Family Day Care Home shall be in compliance with paragraph (D) of this rule.
- (C) The report of the building inspection and approval shall be verified in writing on the form prescribed by the director of human services. The report and approval shall be a prerequisite for licensure. The form shall be signed and dated by the building department official having enforcement authority over Type A homes in the location in which the Type A home is listed.
  - (1) Inspection fees shall be established by the applicable building department.
  - (2) Any person who applies for an inspection to the department of industrial relations, or to a certified municipal, township, or county building department shall submit drawings of the home that are clear and legible.
    - (a) Four sets of drawings shall be submitted to the building department showing each floor level of the structure. The areas which will be used for child day-care purposes shall be clearly identified.
    - (b) The drawings must be neat and complete but they may be drawn freehand and need not be to scale. The drawing must show the location and dimensions (to the nearest inch) of all rooms, closets, doors, windows and stairways. Porches and exterior stairs must be shown. Stairways shall indicate the number of risers and treads.
    - (c) Furnaces, fireplaces, hot water heaters and any other heating appliances shall be identified in their proper location
    - (d) The building department will retain two sets of drawings for the inspection and permanent file; one will be attached to the report forwarded to the department of human services, and one will be returned to the submitter marked with the action taken by the building department.
  - (3) Every room or space intended for human occupancy shall be provided with light and with natural or mechanical ventilation.
    - (a) Light shall be provided in all habitable space, kitchen and bathroom areas to provide at least thirty foot-candles at thirty inches above the door.
    - (b) Natural ventilation for each room or space shall be through windows, louvers or other natural openings to outdoor air. The minimum openable area to the outdoors shall be four percent of the floor area being ventilated. Natural ventilation for rooms or spaces without openings to the outdoors may be through an adjoining room if the unobstructed opening to the adjoining room is at least eight percent but not less than 25 square feet of the floor area of the interior room or space. The exterior ventilation openings to the outdoors shall be based on the total floor area being ventilated.
    - (c) Mechanical ventilation may be provided in lieu of natural ventilation. The mechanical system shall be capable of providing two air changes per hour with one-fifth of the air taken from the outside. In bathrooms, exhaust ventilation of at least twenty cubic feet per minute, or five air changes per hour, shall be provided.
  - (4) Rooms other than kitchens, storage and laundry rooms shall have a ceiling height of not less than seven feet six inches. Hallways, corridors, bathrooms, toilet rooms, kitchens, and habitable basements used for child day care shall have a ceiling height of not less than seven feet. Beams or duct work projecting below basement ceilings may extend not more than ten inches below the ceiling and the aggregate area of all projections shall not exceed eight percent of the floor area. A "habitable basement" means a story of a building that is partly or completely below grade, and is normally used by the administrator as a family room, den, game room, or some similar purpose.
  - (5) The basement area shall be clean, protected against entry of rodents, free of surface moisture, and shall be provided with heat to be able to maintain a temperature of sixty-five degrees Fahrenheit.
  - (6) In any area that is accessible to children, freestanding heating and water heating systems shall be separated from the habitable space by permanent partitions, screens or other means to prevent access by the children. If solid partitions are used, provisions shall be made for adequate combustion air and ventilation. Clearance to combustibles shall be in accordance with the "Ohio Building Code", but no partition shall be closer than eighteen inches to the heating units.

(7) Each floor used for child day care purposes shall have at least two remote means of escape.

- (a) Non-ambulatory children and children under three years of age shall be cared for only on the floor of exit discharge.
- (b) Where spaces on any floor above the floor of exit discharge are used for child day care, at least one means of egress shall be an exit discharging directly to the exterior and to ground level using interior enclosed stairs providing a smokeproof enclosure to the exterior or exterior stairs which provide safe access to ground level and are protected to prevent accumulation of ice or snow. The second means of escape may be a window conforming to paragraph (D) (7) (d) of this rule. Where no conforming exit directly to the exterior and at ground level is provided, said floor may be used only for toilet facilities.
- (c) Where child day care is provided in a story below the level of exit discharge (basement), at least one means of egress shall be an exit discharging directly to the outside, and the vertical travel distance to the ground level shall not exceed eight feet. The second means of escape may be a window conforming to paragraph (D) (7) (d) of this rule
- (d) Windows for escape: Except for bathrooms and kitchens, every room or space used for child day care shall have at least one outside window used for emergency escape. Such windows shall be operable from the inside without the use of tools, and shall provide a clear opening of not less than twenty inches in width, twenty-four inches in height, and five and seven-tenths square feet in area. The bottom of the opening shall not be more than forty-four inches above the floor or a permanent platform, and any latching device shall be capable of being operated from not more than sixty inches above the finished floor or a permanent platform.

Exception #1: In buildings protected throughout by a fire suppression system conforming to the requirements of NFPA 13D.

Exception #2: Where the room has a door leading directly to the outside of the building and has clear and unobstructed egress to ground level.

- (e) The means of egress and means of escape shall be placed as remote from each other as practicable, so as to minimize the possibility that both may be blocked by any one fire or other emergency condition.
- (f) All exits shall be so located that the maximum length of exit travel, measured from the most remote point to an approved exit along the natural and unobstructed line of travel, shall not exceed one hundred feet.
- (g) Elevators shall not be accepted as a required element of the means of egress.
- (h) All required exits shall be so located as to be easily accessible with unobstructed access thereto.
  - (i) Egress from a room or space may open into an adjoining or intervening room or area, provided such adjoining room is not of a higher hazard than the room or space from which egress is made, and provides a direct means of egress to an exit.
  - (ii) A maximum of one exit access shall be permitted to pass through a kitchen, storeroom, rest room, closet or similar space provided that it is not the only means of access to an exit.
  - (iii) An exit access shall not pass through a room subject to locking.
- (i) A single door leaf used for exit from rooms or spaces used for child day care shall be at least thirty inches in width and six and one-half feet in height. a bathroom door leaf shall not be less than twenty-four inches. Exit openings other than swinging doors shall have a minimum clear width of twenty-nine inches.
- (j) All egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort. Double cylinder dead bolts requiring a key operation on both sides are prohibited on required means of egress, except that key operation is permitted provided the key cannot be removed when the door is locked from the side from which the egress is to be made.
- (k) All interior and exterior stairways shall have at least one handrail for the full length of the stair run. Open-sided stairs shall have a handrail on the open sides. Hand rails shall be substantially mounted and structurally sound. Porches, balconies, and open landings when more than twelve inches above ground level, shall be provided with guard rails
- (l) Fire escapes shall not be permitted as require means of egress except on existing buildings when constructed in accordance with the "Ohio Building Code" and when more adequate exit facilities cannot be provided.

(8) Means of egress illumination.

- (a) Illumination of means of egress shall be continuous during the time that child day care is provided.
- (b) The floors of means of egress shall be illuminated at all points including angles and intersections of corridors and passageways, landings of stairs and at exit doors to a value of not less than one foot-candle measured at the floor. Any required illumination shall be so arranged that the failure of any single lighting unit, such as the burning out of an electric light, will not leave any area in darkness.

(9) Protection of vertical openings. There shall be a doorway between any level used for child care and any floor below equipped with a door assembly having a twenty-minute fire resistance rating and a self-closing device.

(10) Interior finishes. Interior finishes greater in thickness than one twenty-eighth of an inch in stairways, corridors, or passageways used for exiting, and in kitchens or rooms with fireplaces or solid fuel-burning appliances shall be class A, B, or C as defined in the "Ohio Building Code"

(11) Heating facilities.

- (a) The heating facilities shall be capable of safely and adequately heating all habitable rooms and bathrooms to at least sixty-five degrees Fahrenheit at a distance of three feet above the floor, under normal winter conditions.
- (b) Chimney vents and flues shall be properly installed and maintained free of obstructions and soot and tar build-up.
- (c) Fireplaces, if used, shall be protected by fixed screens to prevent removal or accidental tipping.
- (d) Solid fuel-burning factory-built inserts or free-standing units shall meet the requirements of UL 1482 and shall be installed in accordance with manufacturers' standards.
- (e) No portable heating devices or non-vented appliances shall be permitted.

(12) Electrical.

- (a) Electrical services shall be at least one hundred amperes properly grounded.
- (b) Floor receptacles shall not be permitted in rooms for child day care.
- (c) Special protective covers for all electrical receptacles shall be installed in all areas occupied by children in homes providing child day care for children under six years of age.
- (d) All electrical splices shall be made in junction boxes and all boxes shall be properly covered.

(13) Miscellaneous requirements.

- (a) Every closet door latch shall be such that children can open the door from the inside of the closet.
- (b) Every bathroom door lock shall be designed to permit the opening of the locked door from the outside in an emergency. The opening device shall be readily accessible to the staff.
- (c) Each facility shall have at least one toilet fixture, one bathroom sink, and one kitchen sink.
- (d) Toilet fixtures installed in a room shall afford privacy to the occupant and shall be separated from food preparation areas or storage rooms by a tight-fitting door.
- (e) Single-station smoke detectors conforming to the requirements of UL 217 shall be located in the immediate vicinity of all sleeping areas, on each floor used for child day care purposes, and in all basements. In split-level facilities, a smoke detector installed on the upper level will suffice if the lower level is less than a full story below the upper level. If there is an intervening door between the adjacent levels, a smoke detector shall be installed on both levels. The detectors shall be installed and maintained in accordance with the requirements of NFPA 74 in approved locations and when actuated, shall provide an alarm suitable to warn the occupants within the facility.

(E) Building Inspections and approvals shall be obtained in the following circumstances:

- (1) Upon initial application for licensure.
- (2) At the time of any major repair, modification, or alteration of any existing structure presently being used for a Type A home but prior to the continued use of modified or altered parts of the structure for child day care purposes. A "major repair, modification or alteration" shall include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or bearing support or the removal or change of any required means of escape, or rearrangement of parts of the structure affecting the exit requirements. Major repairs shall include addition to, alteration of, replacement or relocation of any gas, oil, water, soil, waste or vent piping, electrical wiring or heating, ventilating or air conditioning equipment.
- (3) Prior to the use of any parts of the structure not previously inspected and approved for child day care.

**HISTORY: Eff 9-5-86**

**Rule promulgated under: RC Chapter 119**

**Rule authorized by: RC 5104.05 , 5104.051 , 5104.011(F)**